CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			**Description**				**Recommended Action**			
20030013	Coons, Kimberly A.	JSC	03/21/2002	New		High	NONE			
Data check in Vendor Course area			We here at JSC have experienced someone entering a course instance into the vendor course area that inadvertantly was given the wrong completion date.				It is to my understanding that it is imperative that invalid data doesn't get entered into any area of the AdminStar. I am recommending that a data check be placed in the vendor area (similar to the Schedule Classroom Training area) that will flag us with a message "are you sure you want this date, it is in the future". And in any other fields that could prevent us from having errors in the system.			
20030012	Burleson, Jan B	MSFC	03/18/2003	New		NONE	NONE	SMALL		
Add Vendor Name to Agency Composite Training Hx Brio Report			GRC has requested that Vendor Name be added to Agency Composite Training Hx Brio Report since it is now available.				Add Vendor Name to Agency Composite Training Hx Brio Report			

Open CCR Report For   ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description						Recommended Action	
20030011	Burleson, Jan B	MSFC	03/18/2003	New		NONE	NONE	SMALL		
Add Vendor Code/Name to Archive Screen			Some of the centers have requested that the Vendor Code and Vendor Name be added to the AdminSTAR Admin Archive screen.						Add Vendor Code and Vendor Name to the AdminSTAR Admin Archive screen.	
20030010	Burleson, Jan B	MSFC	03/17/2003	New		Medium	DR	SMALL		
Refresh Learner Transfers			Currently NPPS send two records for learners that transfer - one for the old center with a termination date and one for the new center. This AdminSTAR filter creates one record for each and when the old record with the termination date is processed last the learner is terminated instead of transferred. Also, per Sheryl, a center may not actually terminate a learner until weeks after they have left which also results in the leaner being terminated instead of transferred.						Fix exsting records (about 10) and modify AdminSTAR refresh process.	

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20030009	Davis, Jacky	MSFC	03/13/2003	New		NONE	RC	SMALL		

In preparation for the Single Sign On(SSO) release, code changes need to be made to disable editing capability in AdminSTAR for Learners and Orgs.

Once the Single Sign On(SSO) release is implemented it will be the central location for Learner and Org changes. AdminSTAR needs to be changed to disallow changes to certain fields in the Learner and Org editor.

Change the Learner and Org editors in AdminSTAR Admin. To disallow editing of key fields that are being maintained in Single Sign On (SSO). This includes inserting and deleting.

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
20030008	Davis, Jacky, J	MSFC	03/13/2002	New		Medium	RC	SMALL		

With the implementation of NORS some courses need to be set to inactive status.

Once the implemenation of NORS 1.1 has been released the majority of the AdminSTAR courses needs to be set to inactive. Only course(s) that have a course session with a schedule date > implementation date need to be active. Set all other courses to inactive.

Create a script to set all courses to active that have a course session with a scheduled date greater than the release implementation date. Only the scheduled date for day number 1 will be checked. Set all other courses to inactive.

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20030007	Hoover, Sean G.	HQ	03/12/2003	New		High	NONE			

20030007 — Credit Hours, course occurence hours and amount of days information request when adding a new course.

Description: The only change we can make to a particular course is the course occurrence hours and the amount of days. The credit hours which are required information for academic courses, can only be tracked within the course edit section. The other areas mentioned can be changed when creating the course occurrence. When creating academic course titles and ID's, we must use a separate ID for every course title, regardless if the course is the exact same name. The reason for this is that we cannot change the credit hours of the course if they are different.

Recommended Action: I am asking that the fields residing within the course edit area (Days Sched., Hours/Day, CEU and Course Type) be moved to the edit schedule area, since these fields have to do with the occurrence and not the course title.

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20030006	Conrad, Dennis C	GRC	03/06/2003	New		Medium	NONE			

20030006 — No print capability in the History Archive section

Description: Currently when you go into History Archive, there is no capability to print out a record.

Recommended Action: Install a print button on the History Archive screen as it is in the active history file.

Open CCR Report For   ADMIN

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20030005	Gates, Sheryl	MSFC	02/07/2003	New		High	NONE			
Duplicate Learners			When a new employee is entered into NPPS, our interface creates a new learner. If that new employee was entered with the incorrect social security number, the NPPS adminstrators go in and make a correction to their employee record. Since AdminSTAR uses the ssn as the unique identifier, it reads the updated ssn as a new employee and creates a new record for the same person with the updated ssn as the new learner id.				Not sure what the best solution is to prevent the system from creating duplicate learners, but we'll also need to clean up the duplicates already existing.			
20030004	Burleson, Jan, B.	MSFC	02/03/2003	New		NONE	NONE	SMALL		
Add Archive Hx Data to History Extract Report			The current History Extract report extracts active AdminSTAR history and not archive AdminSTAR history.				Add archive data to Hx Extract report.			

Open CCR Report For ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

| 20030003 | Burleson, Jan B | MSFC | 02/03/2003 | New | 02/03/2003 | NONE | NONE | SMALL | | |

Add Archive Data to AdminSTAR History Extract Report

The current History Extract Report extracts active AdminSTAR history and not archive AdminSTAR history..

Add archive data to History Extract report

| 20030002 | Burleson, Jan B | MSFC | 01/14/2003 | New | | NONE | RC | MEDIUM | | |

Add Vendor Code to NTDS History Extract

NTDS Vendor Code needed to create Brio reports on archive vendor data.

Add Vendor Code to NTDS History Extract (TOOLAS20).

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20030001 Self-Study Learning Center Usage Reports	McCaul, Valarie D	MSFC	01/10/2003 In looking to pull metrics from Impromptu for the Self-Study Learning Center, we have noticed that the current set-up reports do not record accurate numbers. (The current reports exclude course material that is both 'extended' and returned during the report time period.) Therefore, the real utilization of the Self-Study Center is off by a certain percentage each time that a report is pulled.	New		High	NONE Our need is for a reporting tool that can pull the following information from AdminStar and place it into a report(s) for use by the SSLC Team. 1. COURSE MATERIAL USAGE REPORT **Number of course material checked out/borrowed within a given time period (weekly and monthly reports). For example: All course material that was checked out from Thurs., Jan. 2nd to Thurs., Jan. 9th. -or- All material checked out during the month of Dec. 2002. **This metric needs to include material that was both a) borrowed andreturned, and b) material that was extended (re-checked out) at the customer's request during this given time period. 2. CUSTOMER USAGE REPORT **Course material borrowed (see abovespecs) divided by organization; by Federal Employees; and by Contractor.			
20020099 Saving in Vendor Area	Coons, Kimberly A.	JSC	12/26/2002 In the vendor area, when enrolling a participant(s) we must enter a training purpose and hit save before we can move on to completing with date, etc.	Approved	01/09/2003	Low	RC Is it possible to make this step obsolete and just save after we have inputted all the information we need and then completely save once?	MEDIUM		

Open CCR Report For   ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			**Description**						**Recommended Action**	

20020098	Fay, Christina L.	LaRC	12/23/2002	New		High	DR	SMALL		

User Defined Fields are not carried over to the Learners Edit Course Histor section.

When User Defined Fields are completed under the Learning Center Manager Enroll/Schedule section - the UDF's are not carried over to the Learners Edit Course History section, or not carried over correctly. This was also a problem with the
last version but was to be corrected in this new version. Also,in this new version was the following correction made in 6.2? In the last version an error occured if you had no costs, and only off-duty hours and NO duty hours. MEC courses have off-duty hours and no duty hours and no costs, therefore this created a very large error report. It also was to be corrected in this new version.

Sheryl Gates was aware of these problems in the last version - and has been VERY helpful to me! Thanks for your help!

20020097	Burleson, Jan, B	MSFC	12/19/2002	New		Medium	NONE	MEDIUM		

Automate AdminSTAR Refresh Process	The AdminSTAR refresh of NPPS data is currently done manually.	Automate the process of updating AdminSTAR with NPPS data.

Open CCR Report For ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

20020096	Gates, Sheryl	MSFC	12/18/2002	New		High	NONE			

Course ID Search in Classroom Manager   I downloaded ASTAR v.6.2 (the corrected version, according to your email), and began today to enter new data for scheduling a new course instance. I noticed in the "View Scheduled Courses" window that there's no longer a wildcard being accepted in the Course ID entry box. In the previous version, if I wanted to look for IT Security for Managers, I'd simply enter "ITC into the Course ID window, click on "Retrieve", and I would get a list of courses with that text string in the course ID field. Now I get the following error message: "Course ID 'ITCnot found in this Training Area"When I click "OK" on the error message box, the course list populates with all the available courses for the particular time period.

20020092	Martin, Lisa	MSFC	10/11/2002	New		High	RC	SMALL		

Learner's Name for UDF's   The Learner Field on the the User Fields screen needs to be lengthen to accomodate all of the learner's name.   Lengthen the Learner Field on the the User Fields screen to accomodate all of the learner's name.

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020090	Gates, Sheryl	MSFC	10/11/2002	Scheduled	01/22/2003	High	RC	SMALL	6.3	
Need a field or check box to clearly identify contractors in the system.			Currently, there is only a business process in place to determine which learners are contractors. If a learner is added and the correct process isn't followed, it can be almost impossible to clearly identify contractors.				Create a box/field to put a checkmark in if the learner is a contractor. Also clean up all learners currently in database.			
20020088	Gates, Sheryl L.	MSFC	09/27/2002	New		High	NONE			
User Defined Fields for Learning Center Manager			When enrolling and completing courses in the Learning Center Manager, the user fields are not carrying over to Learner History, and therefore causing errors.							

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			**Description**				**Recommended Action**			
20020087	Cain, Jamie	MSFC	09/26/2002	New		NONE	NONE	SMALL		
Tracking numbers for offsite requests			After final approval (training office) generate a confirmation form to send to Learner. Fields and format to be determined.				After final approval (training office) generate a confirmation form to send to Learner. Fields and format to be determined.			
20020086	Cain, Jamie	MSFC	09/26/2002	New		NONE	NONE	SMALL		
Need a report in AdminSTAR displaying all denied/approved/pending courses.			A new report will be added to AdminSTAR displaying all denied/approved/pending courses.				Create a report in AdminSTAR that displays all denied/approved/pending courses.			

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date Recommended Action
20020085 List active courses.	Marske, Jason, A.	MSFC	09/09/2002 Need a utility to help clean up courses in Admin Star.	New		High	RC	SMALL		Add a maintenance tool in Admin Star: list all active courses in alphabetical order to facilitate database cleanup.
20020084 Viewing Pending approval/Denial reports	Marske, Jason, A.	MSFC	09/09/2002 Need a way to manage pending request for courses that may be cancled because of supervisors not approving request in time.	New		High	RC	MEDIUM	6.3	Viewing Pending approval/Denial reports (Supervisor), create a report to allow administrators to view pending requests in the Supervisor's inbox. The display fields are: title, dates, Org Code, Supervisor, subordinate's name, request date, location, justification (comments). Add a sort feature, sort by all fields displayed. Allow searches by Org, name, supervisor, and status.

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020083	Marske, Jason, A.	MSFC	09/09/2002	New		High	RC	MEDIUM		
Dynamic evaluation questions			Need the ability to have evaluation questions formated at runtime.				When creating evaluation questions, the system should automatically repeat a question as many times as necessary after it is identified as an instructor question. For example, if there are 3 instructors/guest speakers identified in Admin Star, the system will automatically pull in 3 sets of duplicate questions, one set for each instructor.			
20020082	Marske, Jason, A.	MSFC	09/09/2002	New		High	RC	SMALL		
Offsite training only - show the unique tracking number for each course enrollment.			Need the unique tracking number for each course enrollment for tracking Offsite training.				Offsite training only - show the unique tracking number for each course enrollment.			

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			**Description**						**Recommended Action**	
20020081	Marske, Jason, A.	MSFC	09/09/2002	New		High	RC	MEDIUM		
Add a course consolidation process			Need a way to consolidate courses that are found to be the same but entered into the system more than once.						Add a course consolidation process, which will update both the History and the Archive	
20020080	Marske, Jason, A.	MSFC	09/09/2002	New		High	RC	SMALL	6.3	
Wait list priorities			Need the wait list to work according to NASA's policies for contractors.						On courses open to both contractors and civil service, contractors automatically go to a wait list. A message will be displayed telling them they will be notified as space becomes available. Once the enrollment cut-off date is reached for that course, the coordinator can fill the vacant spots from the top of the list on a first come, first served basis. Civil Service automatically goes to the top of the wait list (first come, first serve) if the course is full.	

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020079	Marske, Jason, A.	MSFC	09/09/2002	New		High	RC	SMALL		
Courses Civil Service only			Need the ability to specify for civil service only, for civil service and contractors, or for supervisors only.				Where course are scheduled, need the ability to specify for civil service only, for civil service and contractors, or for supervisors only. If contractors try to enroll in a course open only to civil service, or a non-supervisors try to enroll in a courses open to only supervisors, a message would be displayed civil service only or supervisors only.			
20020078	Marske, Jason, A.	MSFC	09/09/2002	New		High	RC	SMALL	6.3	
Set Course Catalog visablity			Need an initial setting for the new option of whether a course is viewable in the NORS Course Catalog.				A one time process needs to be built in AdminSTAR for going live with NORS. This process will set every course to not shown unless an occurrence is scheduled			

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020077	Marske, jason, A.	MSFC	09/09/2002	New		High	RC	MEDIUM		
Course Catalog Viewable screen			Need a way to manage which course show in the Course Catalog in NORS.				There needs to be a screen that lists all active courses, allowing the Admin to select the courses to make inactive, or to show or not show in the NORS catalog			
20020076	Marske, Jason, A.	MSFC	09/06/2002	New		High	RC	SMALL	6.3	
NORS catalog option.			Need a way to determine which courses are shown in the NORS course catalog.				A new option needs to be added to AdminSTAR to allow courses to be shown or not shown in the NORS catalog. When courses are inactive, they automatically default to not shown.			

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020075	Marske, Jason, A.	MSFC	09/06/2002	New		High	RC	SMALL		
Add the Competencies list to courses			Need to manage the competencies list.				Add the Competencies list.			
20020074	Marske, Jason, A.	MSFC	09/06/2002	New		High	RC	SMALL		
Add hyperlink at the session level.			Need a field for a hyperlink at the session level for NORS.				Add a field for a hyperlink at the session level.			

Open CCR Report For   ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

| 20020073 | Marske, Jason, A. | MSFC | 09/06/2002 | New | | High | RC | SMALL | | |
| Add pending evaluations report | | | No way to tell if there are any pending evaluations. | | | | A new report will be added to AdminSTAR to show all pending evaluations. | | | |

| 20020072 | Marske, Jason, A. | MSFC | 09/06/2002 | New | | High | RC | MEDIUM | 6.3 | |
| Add onsite training approval | | | There is nowhere to manage onsite training request. | | | | Add a screen for training office onsite training approval | | | |

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020071	Marske, Jason, A.	MSFC	09/06/2002	Scheduled	01/22/2003	High	RC	SMALL	6.3	
Email at each approva level.			Need to have a customized email for all levels of approval not just the supervisor level.				The email notifications need to be customized for each type of approval option. Include a note that Learner is not confirmed in a class until Training Office approves.			
20020070	Marske, Jason, A.	MSFC	09/06/2002	New		High	RC	SMALL	6.3	
Add Organization reviewer			Need a way to specify which learners are Organization reviewers.				In the learner editor add the capability to specify the wether the learner is a Organization reviewer.			

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020069	Marske, Jason, A	MSFC	09/06/2002	New		High	RC	SMALL	6.3	

20020069 — Approval options for onsite and offsite training

Description: Need a way to mange the approval level options for courses being requested through NORS.

Recommended Action:
In Admin Star, there should be four approval options for onsite training at the occurrence level:
1) Supervisor and training office approval.
2) No approval needed. These courses should then show up on the Subordinate Request screen.
3) Supervisor approval only
4) Supervisor and organization reviewer approval. Screen needs to be added in NORS for this.

For offsite training, there should be two options:
1) Supervisor and training office approval
2) Supervisor, training office and org. reviewer

Added on 01/14/2003:
In Admin Star, there should be six approval options for onsite training at the occurrence level:
5) Supervisor, Org Reviewer, & Training Office
6) Training Office only

CCR # Title	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size
20020068	Marske, Jason	MSFC	09/06/2002	New		High	RC	SMALL

20020068 — Allow learners to enroll in courses that are overlapping.

Description: Currently in A*STAR you can not enroll a learner in two courses on the same day if there begin and end times over lap at all. Sometimes a learner can get credit for a course that they attend a certain percentage of the course and thus could take the required percentage of two courses that over lap in time.

Recommended Action: Give a warning and the ability to override that warning if the courses being enrolled are overlapping for a Learner.

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			**Description**				**Recommended Action**			
20020067	Davis, Jacky, J	MSFC	08/22/2002	New	09/05/2002	NONE	NONE			
An interface needs to be developed between the Common Login to NORS/AdminSTAR.			There is a requirement for a centralized login between SOLAR and NORS/AdminSTAR.				Analyze the code for the AdminSTAR and NPPS interface. Code for changes to accept the common login.			
20020063	Gates, Sheryl	MSFC	08/05/2002	Scheduled		High	NONE			
When Brio reports to pull complete, combined history data from Production as well as the Archive table.			Need Brio reports to pull history data for learners from two different sources (production & archive table). The most common ways to run this report is by 1)Learner, and 2)Organization (with option of a page break in between each Learner). History report should include the following fields: Name & Org of learner Course ID Course Title Course completion date Vendor Duty Hrs Non-dty Hrs							

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020058	Martin, Lisa A.	MSFC	07/25/2002	Scheduled	12/16/2002	High	NONE		ASTAR 6.3	04/01/2003
Capability to Print Course Evaluations			The capability for printing a course evaluation is needed. The system should allow administrators to print a hardcopy by learner or by course session.							
20020057	Gates, Sheryl	MSFC	07/22/2002	Scheduled		High	NONE			
Make Orgs Inactive			Need to be able to make Orgs inactive in AdminSTAR NTAS & NORS as they become inactive in NPPS.							

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020056	Krzmarzick, Sylvia J.	JSC	07/15/2002	New		Medium	NONE			
Creation Date and Last Updated Date			Currently, AStar does not track the date a record is created and the date that the record was last updated (or changed). When we run our history extract for our center-unique HR database, we will have to use the "date completed" to run the report. Instead of updating the changed fields, the extract will over-write all existing training data. This 'data dump' will be considerably larger.				We would like a Date Created and a Date Last Updated field to be created.			
20020055	Davis, Jacky	MSFC	05/23/2002	Scheduled		Medium	NONE	LARGE		
The current Agency Brio Reports do not report against the Archive.			The current Brio Agency production reports do not capture/include the Archive.				Modify Brio Reports to include what's in the Archive.			

Open CCR Report For   ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

| 20020054 | Davis, Jacky, J | MSFC | 05/03/2002 | Scheduled | | High | RC | MEDIUM | NTAS 1.0 | 09/02/2002 |

The interface from NPPS to AdminSTAR needs to be updated to reflect new security requirements.

With the implementation of NTAS and NORS the interface between NPPS and NTAS needs to be updated to reflect security updates to NTAS.

Make appropriate script changes on AdminSTAR to accomodate the new security updates. This includes refreshing the user-id's center and learning center, and any new learners.

| 20020052 | Gates, Sheryl L. | MSFC | 04/30/2002 | Approved | | Medium | RC | SMALL | | |

Vendor Course Type Field and Values

Currently the Vendor Course Type field list does not match the list built for the course Format field, which it should for reporting purposes. Currently the Vendor Course Type field could be changed using the AdminSTAR list builder but this would not fix any records already saved with a mismatching Vendor Course Type field. The Vendor Course Type field should probably be renamed to Vendor Format to avoid confusion by the users.

Make the Vendor Course Type field list match the course Format field list and any vendor course records that mismatch the new list be corrected to match. Rename Vendor Course Type to Vendor Format

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020051	Martin, Lisa	MSFC	04/01/2002	Scheduled	04/25/2002	High	RC	MEDIUM	ASTAR 6.3	04/01/2003
Request a New Course Offering			AdminSTAR's Offsite Request area needs to match and work with NORS Request a New Offering area.				On the Offsite Training Requests screen in AdminSTAR do the following:			

On the Offsite Training Requests screen in AdminSTAR do the following:

1. Make the fields match the NORS fields, also on the Zoom window.
2. Add an ellipse button to look up a Learner.
3. Add a training area dropdown to select records for the system admins.
4. Bring up all pending offsite request for the training area of the AdminSTAR user (TA, staff).
5. Add right clicking brings up the Action menu.
6. Add processed by and date processed.
7. Add a date range for record selection.
8. Default the sort to the most current.
9. Add a clear button to reset the selection fields.
10. Change Session lable to Course Name.

Add a screen called Offsite Training Request Search that checks for any Course Names that are simular to the one sent in by the learner and do the following on the screen:

1. Add Course Name, Vendor, Number of Days, Number of hours per day.
2. Add a Yes button that take the user to the View Vendor Courses sceen with the Course Id already filled in if there are any instances of the course, if not then bring up the New screen.
3. Add a No button that takes the user to the Offsite Training Request Approval Wizard.
4. If the user clicks on the Course Name then the user is taken to the Course Description screen.

On the Offsite Training Request Approval Wizard screen in AdminSTAR do the following:

1. Remove the Indirect Cost field.
2. Add On Duty, Off Duty, Credit Hours, and CEU fields.
3. Change Session Cost to Participant Cost.
4. Default the vendor to what the Learner sent.
5. Add Course Occurance Capacity.
6. Add a New Vendor Button.
7. Change Vendor Course Type to Format.

Open CCR Report For   ADMIN

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020050	Martin, Lisa	MSFC	04/01/2002	Scheduled	12/16/2002	High	RC	SMALL	ASTAR 6.3	04/01/2003
Course Eval			Need to ensure and set up default data so that the AdminSTAR Course Evaluation module will work with NORS.				Set up default rating scales, question sets, and evaluations in AdminSTAR. Make the Course Eval menu items visable for Regional Admins and Staff Level 1 personel.			
20020048	Abbott, Karen J.	GSFC	04/18/2002	Approved		Low	RC	SMALL		
Updated By:			I'm having a difficult time finding out who did what and when in A*STAR.				Somehow capture and list "Created By, Creation Date, Last Updated Date and Last Updated By" possibly in the help area.			

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

| 20020045 | Conrad, Dennis C. | GRC | 04/11/2002 | Approved | | Medium | RC | | | |

GRC needs a BRIO report created called Workforce Planning Report by Type of Training.

Create a Brioquery and add to repository. Title: Civil Service Workforce Report Training Instance and Dollars by Type of Training. Purpose: An annual summary of people trained, training instances,and dollars by type of training. Selection of Criteria: Installation V(1) = "2200" and Org Unit V(2)= GRC-0100 thru GRC-0224 and GRC 0400 thru GRC- 9400 and Position Type V(3)= 6,7,8 and Completion Date V(4)= mm/dd/yy through mm/dd/yy. Display: By Grouping - Number of Training Intances, f Total Training Instances, Total Participant Costs, f Total Participant Costs, Number of People Trained (only count each person once) Groupings: Course Material Grouping Administrative = 4A - Public/Business Administration, 4B - Finance/Accounting/Auditing, 4C - Personnel, 4D-EEO/Race/Ethic Studies, 4E-Procurement, 4G- Policy/Program

LOCAL CONTROL NUMBER - GRC-2002-002 (Revised 4/18/2002)

Title: Civil Service Workforce Report Training Instance and Dollars by Type of Training

Purpose: An annual summary of people trained, training instances, and dollars by type of training

Selection Criteria: Installation V(1) = '2200' and Org Unit V(2) = GRC-0100 thru GRC-0224 and GRC-0400 thru GRC-9400 and Position Type V(3) = 6,7,8 and Course Completion Date V(4)= mm/dd/yy through   mm/dd/yy

Display: By Grouping - Number of Training Instance, % of Total Training Instances, Total
Participant Costs, % of Total Participant Costs, Number of People Trained (only count each person once)

Groupings: Material/Course Grouping

Administrative = 4A – Public/Business Administration, 4B – Finance/Accounting/Auditing,
4C – Personnel, 4D – EEO/Race/Ethnic Studies, 4E – Procurement,
4G – Policy/Program/Mgmt Analysis, 4H – Quantitative Analysis,
4J – Information/Communication Mgmt, 4K – Safety Systems/Operations,
4N – Security/Investigation, 4P – Logistics, 4Q – Supply, 4R – General Safety/Health,
4S – Foreign Language, 4U – Program/Project Management,
4Y – Sales/Marketing/Customer Services, 4Z – Other Administrative

S&E =   3A – Legal, 3B – Medical/Biological, 3C – Physical Science, 3D – Earth Sciences,
3E – Biological Science, 3F – Human Factors, 3H – Mathematics/Statistics,

Mgmt Analysis, 4H - Quantative Analysis,4J - Information/Communication Mgmt, 4K - Safety Systems/Operations, 4N -Security/Investigation,4P - Logistics, 4Q - Supply, 4R - General Safety/
Health, 4S - Foreign Language, 4U - Program/Project Mangement, 4Y - Sales/Marketing/Customer
 Services, 4Z - Other Administrative. S&E = 3A - Legal, 3B - Medical/Biological, 3C - Physical Science, 3D -   Earth Sciences, 3E - Biological Science, 3F - Human Factors, 3H-Mathematics/Statistics, 3J-Engr-General, 3K-Engr-Aeronautics, 3M-Engr-Aerospace, 3N-Engr-Chem/Petro/Nuclear, 3P-Engr-Civil, 3Q-Engr-Electrical/Electronic, 3R-Engr-Mechanics/Mechanical,
3S-Engr-R&QA, 3T-Engr-Systems/Industrial, 3U-Engr-Safety,3W-Other Legal/Medical/Scientific
Computer = 9A-Telecommunications/Networking, 9B-Computer Prog/Prog Language, 9C-Computer Engr-Applications, 9D-Office Automation/AIM, 9E-Software Mgmt/System Software, 9F-Artificial Intelligence/Expert Systems, 9Z-Other Computer Hard/SoftwareSup/Mgmt = 10-Executive & Management, 20-Supervisory Clerical = 6A-Basic Clerical, 6B-Interpersonal/Office Management, 6C-Administrative Systems, 6D-Other Clerical Trade = 7A-Apprentice, 7B-Engr/Science Support/Journeyperson, 7Z= Trade/Craft/Apprentice - Other
Other = 8A-Orientation, 8B-Career Planning, 8C-Pre-Retirement,8D- Adult Basic Education, 8E-Total Quality Management, 8F- Productivity, 8G-Professional/Personal Development, 8H- Communications Skills, 8R-Organizational Retreats, 8S- Conferences/Symposiums, 8Z-Other General

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

3J – Engr – General, 3K – Engr – Aeronautics, 3M – Engr – Aerospace,
3N – Engr – Chem/Petro/Nuclear , 3P – Engr – Civil, 3Q – Engr –
Electrical/Electronic,
3R – Engr – Mechanics/Mechanical, 3S – Engr – R&QA,
3T – Engr – Systems/Industrial, 3U – Engr – Safety,
3W – Other Legal/Medical/Scientific

Computer =   9A – Telecommunications/Networking, 9B – Computer
Prog./Prog. Language,
9C – Computer Engr – Applications, 9D – Office Automation/AIM,
9E – Software Mgmt/System Software, 9F – Artificial Intelligence/Expert
Systems,
9Z – Other Computer Hard/Software

Sup/Mgmt =   10 - Executive & Management, 20 – Supervisory

Clerical =   6A – Basic Clerical, 6B – Interpersonal/Office Management,
6C – Administrative Systems,   6D – Other Clerical

Trade =   7A – Apprentice, 7B – Engr/Science Support/Journeyperson,
7Z – Trade/Craft/Apprentice – Other,

Other =   8A – Orientation, 8B – Career Planning, 8C – Pre-Retirement,
8D – Adult Basic Education, 8E – Total Quality Management, 8F –
Productivity,
8G – Professional/Personal Development, 8H – Communication Skills,
8R – Organizational Retreats, 8S – Conferences/Symposiums, 8Z – Other
General

IFM =   50 – IFMP Agency-wide Training

Revised 4/18/2002

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

| 20020044 | Conrad, Dennis C. | GRC | 04/11/2002 | Scheduled | | High | RC | SMALL | NTDS | 09/17/2002 |

GRC currently has a center unique Human Resources Information System that is populated nightly with data from NTDS & NPPS. Since NTDS will be going away, GRC needs to retrieve training history data from AdminSTAR.

Create a Brioquery that is automatically run each night that retrieves training history data from AdminSTAR. The output must be saved as a comma delimited file and FTP'd to LEMOV1.

Purpose of Report: An automatic nightly download of all training history for active GRC civil service employees. Report should be saved as a comma delimted file and FTP'd to LEMOV1. Selection Criteria: Center = "2200", Org Unit = GRC 0100 thru GRC-0224 and GRC-0400 thru GRC-9400 and course status completed. Sort: Learner ID (ascending order), Date completed (ascending order). Display: ASTAR Field NTDS Field Learner Id SSN Course ID CRS-CD Current Org-Code   PER-ORGASSIGN from LE-NPS2-PER MASTER Org-Code (when course was taken) PER-ORGASSIGN Supervisor Code (when course was taken) PER-SUPIND Participant Cost (UDF) (from history file) TUTN-CST Indirect Cost (UDF) (from history file) TRVL-INDIR-CST and PER-DIEM

INDIR-CST Date Completed (from history file) CRS-SESS-END-DT On Duty Hours (UDF) (from history file) CRS-ONDUTY-HRS Off Duty Hours (UDF) (from history file) CRS-OFFDUTY-HRS Letter Grade (from history file) PART-CRS-GD Funding Org (UDF) (from history file) FUND-ORG-CD Course Name CRS-CD-NAME Academic Credit Code (UDF)(from history file) ACAD-CR-CD Academic Course Credit Hours (from ?) ACAD-CRS-CR-HR Source of Training (UDF) (from history file) SOURCE-TRN-CD Type of Training Code (from Course/Mtl Grp) CRS-TYP-TRN-CD Course Category Code (UDF)(from history file) CRS-CAT-CD

| 20020043 | Conrad, Dennis C. | GRC | 04/11/2002 | Approved | | Medium | RC | SMALL | | |

Create Workforce Planning Report

GRC needs a Brio report created called Workforce Planning Report by Occupational Group.

Create a Brioquery and add to repository. Title: Civil Service Workforce Report Training Instance and Dollars by Occupational Group Purpose: An annual summary of people trained, training instances, and dollars by Occupational Group. Selection Criteria: Installation V(1) - "2200" and Org Unit V(2)= GRC-0100 thru GRC-0224 and GRC-0400 thru GRC- 9400 and Position Type V(3)= 6,7,8 and Course Completion Date V(4) - mm/dd/yy Display: By Grouping - Total Number of Training Instance, f Total Training Instances, Total Participant Costs,   f Total Participant Costs, Number of People Trained (only count each person once)

Groupings: NASA Classification Code
    Wage Grade = 10000 thru 19999
    S&E = 20000 thru 29999 and 70000 thru 79999 and 90000 thru 99999
    Technician = 30000 thru 39999
    Clerical = 50000 thru 59999
    Admin/Prof = 60000 thru 69999

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020042	Gates, Sheryl L.	MSFC	04/15/2002	Scheduled	05/30/2002	High	RC	MEDIUM	NTDS	09/17/2002

Data extract of completed courses in AdminSTAR needed for upload into MSFC unique systems (once NTDS is shut off).

Currently, completed training instances are extracted from NTDS history and uploaded into MPIS (center-unique system at MSFC.

Provide another extract, using the same fields as contained in the current extract from NTDS. (I will provide the fields in an electronic document to SESAAS.)

| 20020041 | Scully, Jackie | GSFC | 04/08/2002 | Scheduled | | High | RC | MEDIUM | NTDS | 09/17/2002 |

Data extract of completed courses in AdminStar needed for upload into GSFC unique systems.

MSFC currently provides a data extract of non-completed courses from AdminStar. This extract is run every Thursday and FTPed to GSFC. We in turn upload this data into two GSFC uniques reporting systems. The completed training instances were extracted from NTDS history. We now need to receive completed course information also.

Create another extract, using the same fields as contained in the current extract, which provides data on all completed courses which reside in AdminStar History. Both of our GSFC unique systems contain 10 years of training history. This extract needs to accomodate this. It may not be necessary to extract all 10 years of information each week, but instead it should pull an initial 10 years and after that it should only contain changes which may occur to those history records.

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020039	Gates, Sheryl	MSFC	04/04/2002	Approved		Medium	DR	SMALL		

Search function gives System Error

If you are logged in the system as any role other than System Administrator, and you click on the Search button, type in your criteria in the keyword search field, the system brings back the list of courses. When you double click on a course to open that record, the system gives the following error: A system error has occurred in the A*Star program. If you choose to continue, unpredictable results could occur. Please report the following error to support:

 Error Number: 2 Error Message: Null object reference at line 8 in open event of object w_course_detail. Window/Menu:w_course_detail Object: w_course_detail Event: Open Line
in Script: 8

| 20020038 | Davis, Jacky | MSFC | 04/02/2002 | Approved | | High | RC | MEDIUM | | |

Course Archive Fix

The archiving function does not provide beginning and ending date range for the course completion date.

Modify the archiving function to archive data records between a user provided beginning and ending date range for the course completion date.

The archive process archives duplicate records. A duplicate record condition is a record where the course id, course name, learner id, and date completed are the same.

Correct the archive process to not archive duplicate records. A duplicate record condition is a record where the course id, course name, learner id, and date completed are the same.

The archive process does not display the correct "Last Export" date on the "Course History Export" screen.

Display correct "Last Export" date on the "Course History Export" screen.

Open CCR Report For ADMIN

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020037	Martin, Lisa	MSFC	04/02/2002	Approved	05/30/2002	High	RC	EXTRA LARGE		
Migrate MFSC to NTAS and NORS			MFSC is still using AdminSTAR 4.5 so that MSFC will still have a learner self-enrollment module. The Agency has gone on to AdminSTAR 5.1 and greater but does not use a learner self-enrollment module. When NTAS is released the Agency will have a Web enabled learner enrollment system called NORS.				Migrate MSFC to NTAS and NORS.			

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020036	Stokes, Dianne	JSC	04/01/2002	Scheduled		High	RC	MEDIUM	NTDS	09/17/2002

20020036 — Title: Create 2 edited/valid Download files from AdminSTAR for our JSC unique JSCMIS system. The data will need to validated prior to creating the download files.

Description: We currently download 2 files weekly from NTDS to our JSC unique JSCMIS system. One file contains transaction data and the other file contains the NTDS Tables data. When NTDS is shut down, we will need to download this data from the AdminSTAR System.

Recommended Action: Create 2 files with valid, edited data from the AdminSTAR system to download to our JSC unique JSCMIS system. The layout for the first file, the transaction file, includes the following: RECD-CREATION-DATE, SSN, PER-NAMELAST, PER-NAMEFIRST, PER-NAMEMIDDLE, PER-GRADE, PER STEP, PER-NCC, PER-ORGASSIGN, PER-SEX, PER-MINCDE, ACAD-CR-CD, CRS-SESS-END-DT, CRS-TYP-TRN-CD, DIR-CST-CD, TOT-DIR-CST, INDIR-CST-CD, TOT-INDIR-CST, CRS-ONDUTY-HRS, CRS-OFFDUTY-HRS, PURP-TRN-CD, SOURCE-TRN-CD, SPC-INT-TRN-PGM-CD, CRS-CD-NAME, VNDSCH-NAME, INSTL-SYS-USING, CRS-CD, CRS-CAT-CD, CRS-CAT-NAME, CRS-SUB-CAT-CD, CRS-SUB-CAT-NAME, HROD-TMIT-DT.

The layout for the second file, the table file, includes the following: All possible ACAD-CR-CD and ACAD-CR-CD-DESCR, all possible CRS-CAT-CD and CRS-CAT-CD-NAME, all possible CRS-SUB-CAT-CD and CRS-SUB-CAT-NAME, all possible DIR-CST-CD and DIR-CST-CD-DESCR, all possible INDIR-CST-CD and INDIR-CST-CD-DESCR, all possible PURP-TRN-CD and PURP-TRN-CD-DESCR, all possible SOURCE-TRN-CD and SOURCE-TRN-CD-DESC, all possible SPC-INT-TRN-PGM-CD and SPC-INT-CD-DESCR, and all possible CRS-TYP-TRN-CD and CRS-TYP-TRN-CD-DESC.

Basically, we need the same edits that are performed in the AdminSTAR to NTDS Refresh Program, NTDBI217.

Also, we need to edit the following codes to verify that they are in the tables that you are sending:

ACAD-CR-CD
CRS-CAT-CD
CRS-SUB-CAT-CD
DIR-CST-CD
INDIR-CST-CD
PURP-TRN-CD
SOURCE-TRN-CD
SPC-INT-TRN-PGM-CD
CRS-TYP-TRN-CD

Open CCR Report For   ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

| 20020035 | Marske, Jason, A. | MSFC | 04/01/2002 | Scheduled | | High | RC | SMALL | NTAS 1.0 | 10/02/2002 |

Changing "AdminSTAR " to "NTAS"

Since obtaining the source code and support for AdminSTAR, the name "AdminSTAR " needs to be changed to "NTAS" throughout the system for version and copyright purposes.

Change "AdminSTAR " to "NTAS" throughout the system. This will also include .bmp and .gif changes.

| 20020033 | Jarmannn, Janet H | ARC | 03/25/2002 | Scheduled | | High | RC | MEDIUM | NTDS | 09/17/2002 |

Replacement for NTJI217 process to provide AdminStar data extracts to support ARC query systems.

If NTJI217 and associated processes are discontinued, our center still needs data provided to support local Natural, SuperNatural, and Sybase/BrioQuery information systems.

Please contact Jon Robbins, 650-604-6874 to work out details on how this data extract can be accomplished. Data fields should match those provided by the current extract and load process into the NTDS-TRN-HIST file.

Open CCR Report For   ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020032	Gates, Sheryl	MSFC	03/12/2002	Approved		High	RC	MEDIUM		
Organization Status			There is no mechanism in place to specifiy whether an Organization in the database is Active or Inactive.				Bring over the Org Status from NPPS.			
20020031	Gates, Sheryl	MSFC	03/12/2002	Approved		High	RC	SMALL		
Vendor Courses Not Completed			With version 6.0, we implemented the Vendor Course functionality. The Agency Brio report entitled "Courses NotCompleted" does not include the courses that are not completed in the Vendor Course area.				Incorporate the courses that are not yet complete from the Vendor Course area into this Brio report.			

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type Recommended Action	Size	Expected Release	Expected Release Date
20020029	Gates, Sheryl	MSFC	03/12/2002	Approved		Medium	RC	SMALL		
Wrong SSN in Classroom Manager (Enroll/Drop function)			When typing a SSN in the Learner ID field in the Enroll/Drop area of the Classroom Manager, if you type an incorrect Learner ID by accident, the system displays an error message "The Learner ID you entered does not exist in the AdminSTAR database. Please try another ID or use the search button to find this learner." Once you click OK, the incorrect Learner ID still appears in the Learner ID field. If you click in that field, or on the ellipsis button, you receive the same error message again. Once you've clicked OK for the second time, the incorrect Learner ID is then cleared and you can either re-type it, or click on the ellipsis button.				The system should clear out the incorrect ssn after receiving the error message the FIRST time.			
20020028	Gates, Sheryl	MSFC	03/06/2002	Approved		High	RC	MEDIUM		
Need Data Dictionary			All the Centers have expressed a requirement for a Data Dictionary for AdminSTAR. It would be used when creating queries in Brio.				Create a cross-reference of each screen in AdminSTAR that shows the name of the field on the screen, the name of the field in the table, and which table the field is located in.			

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

| 20020027 | Gates, Sheryl | MSFC | 02/21/2002 | Approved | | Low | RC | SMALL | | |

Title: Show Past Time Periods in Classroom Manager

Description: In the Classroom Manager, when I put a check mark in the "Show Past Time Periods" box, it should display the time periods with the most recent first so that you don't have to scroll thru many years. More often than not, users will want to pull courses for most recent time periods.

Recommended Action: Change display of Time Periods to show most recent first.

| 20020026 | Gates, Sheryl | MSFC | 02/21/2002 | Approved | | Medium | RC | SMALL | | |

Title: Vendor Courses - field values, spacing, tab, etc.

Description: This whole area is very difficult to use and needs to be evaluated. The cursor appears in fields that aren't logical; if you enter wrong values in Rating or Grade fields, then try to erase or delete those values, system continually gives the following error: Item "does not pass validation test. You can click OK to the error, but the system still will not let you delete incorrect values. You must actually close out of the following error: Item "does not pass validation test. You can click OK to the error, but the system still will not let you delete incorrect values. You must actually close out of the Vendor Course Enrollment screen and come back in. Very "clunky" to use ths area.

Recommended Action: Evaluate usability of this entire Vendor Course Enrollment function.

Open CCR Report For   ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020023	Gates, Sheryl	MSFC	02/21/2002	Approved	05/30/2002	Medium	RC	SMALL		
Add Vendor field to Edit Learner History			Currently, there is not a way to capture the name of the vendor if entering data directly to Edit Learner History.				Add the Vendor drop-down list in Edit Learner History.			
20020021	Abbott, Karen J.	GSFC	02/19/2002	Approved	05/30/2002	Low	RC	SMALL		
Course Name			Not enough room in the Course Name Field				Extend length of characters allowed for the Course Name.			

Open CCR Report For ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020020	Gates, Sheryl L.	MSFC	01/24/2002	Approved		Low	NONE	SMALL		
Enrolling Multiple Learners Into Multiple Course Occurences			On the "View Scheduled Courses" screen, I can highlight 2 sessions and enroll multiple learners. I never receive any confirmation of those enrollments. I end up waiting and wondering. I have to go back into the Enroll/Drop area to double-check.				Add enrollment confirmation message.			
20020019	Gates, Sheryl L.	MSFC	01/24/2002	Scheduled		High	NONE	SMALL	NTAS 1.0	10/02/2002
User-Defined Fields			Most of the User Defined Fields are free-text fields. This allows for a great number of errors to be made in the database. These are data fields that are required by the Agency for reporting purposes.				Make the user fields drop-down menus w/pre-defined values to be selected.			

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type	Size Recommended Action	Expected Release	Expected Release Date
20020017 Lookup Organizatin Units Screen	Gates, Sheryl L.	MSFC	01/24/2002 When you click on the ellipsis button to lookup an Org unit, and type the code, you can't just hit Enter instead of actually clicking on the Retrieve button. Throughout the software, the most logical next step on the screen is the button at the top and it's outlined, so when you hit Enter, it performs that function. This is the only screen in AdminSTAR that is not consistent	Approved		Low	NONE	SMALL		
20020015 Cancellation and/or Reschedule e-mail notices	Gates, Sheryl L.	MSFC	01/24/2002 After cancelling an occurence, the system asks you if you want to change the status of enrolled learners to "cancelled", etc. It would be VERY helpful if it would also prompt you to send Cancellation and/or Reschedule e-mails to notify those learners. The prompt should ask you if you want to send them with either a YES or NO option.	Approved		Medium	NONE	SMALL		

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020013	Martin, Lisa A.	MSFC	01/24/2002	Hold		High	NONE	SMALL		
Brio Report - Required Training Not Attended			The report is defaulted to "Portrait" which is correct. However, when you print the report, it prints as if in "Landscape" mode. The title is not centered, the page number is not centered, and the data does not fill up the entire page.							
20020012	Gates, Sheryl L.	MSFC	01/24/2002	Approved		Low	NONE	SMALL		
Course Completion - Adding Rating and/or Grade			When completing a course, the functionality exists to "select all" learners and select one completion date for all. It would be very helpful to have that same "select all" functionality when adding the rating and/or grade as well so that it doesn't manually have to typed for each learner.							

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type	Size Recommended Action	Expected Release	Expected Release Date
20020011	Martin, Lisa A.	MSFC	01/24/2002	Hold		High	NONE	SMALL		

Brio Report - Participant List by Selected Courses & Summary of Completed Courses by Organization

The first page of the report is printing very tiny in the upper left corner and is not readable. The report orientation
 needs to be defaulted to "Landscape".

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type	Size Recommended Action	Expected Release	Expected Release Date
20020009	Martin, Lisa A.	MSFC	01/24/2002	Approved	04/02/2002	High	NONE	SMALL		

Brio Report - Directorate Expenditure Report

The print orientation is defaulted to "Portrait", should be defaulted to "Landscape". The Completion Date is not displaying on the report. After executing/printing the report, I logged into ASTAR to make sure the course had been completed. The completion date for the record I pulled was displaying in Learner History.

The report should be modified so that the completion date recorded in Learner History displays in the report. Also, "Day Completed" should be changed to "Completion Date". "ACC" should be changed to "Academic Credit Code". "Status Name" should be changed to "Status". The report is currently displaying a # instead of a description (i.e. No Show - Charge, Enrolled, Rescheduled
 -Charge). The report should display the description.

Open CCR Report For ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description						Recommended Action	

| 20020008 | Martin, Lisa A. | MSFC | 01/24/2002 | Approved | | Low | NONE | SMALL | | |

Brio Report - On and Off Duty Hours by Org

The report is currently printing all the Orgs selected in the heading. The report should display/print a range of Orgs (i.e. ED01-ED73).

| 20020007 | Martin, Lisa A. | MSFC | 01/24/2002 | Hold | | High | NONE | SMALL | | |

Brio Report - Course Completion with Grade/Rating

The first page of the report is printing very tiny in the upper left corner and is not readable. The print orientation is defaulted to "Portrait" and should be defaulted to "Landscape".

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description					Recommended Action		
20020006	Martin, Lisa A.	MSFC	01/24/2002	Hold		High	NONE	SMALL		
Brio Report - Courses Not Completed			The first page of the report is printing very tiny in upper left corner and is not readable. The print orientation needs to be defaulted to "Landscape". The report is currently defaulted to "Portrait".							
20020005	Gates, Sheryl	MSFC	01/23/2002	Approved		Low	NONE	SMALL		
Reserve Equipment for Course Occurence			When reserving equipment for a scheduled course occurence, you have to reserve each piece of equipment for every day of the course, day-by-day. If it's a 10-day course, you'd have to reserve the same piece of equipment 10 times.					On the "Reserve Equipment for a Course" screen, you should be able to click in the date fields to edit -- this should allow you to schedule equipment for the entire length of the course occurence by typing in the begin date and end date.		

Open CCR Report For   ADMIN

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			

20020003	Gates, Sheryl	MSFC	01/14/2002	Scheduled	12/16/2002	High	NONE	SMALL	NTAS 1.0	10/02/2002

Vendor Course Enrollments

Go into Course Manager, then Schedule Classroom Training, and select/highlight a course, Action menu & choose Enroll/Drop. Once the enrollment screen comes up, you can click in the Learner ID field and actually type in an ID without clicking on the elipsis button. The system then validates the ID and you can then type in the next ID. This method prevents the user from having to leave the enrollment screen and jump to the Find Learner screen, type the ID, highlight name and click ok to return to enrollment screen. Go into Course Manager, then Vendor Courses, choose Johnson Space Center, click Retrieve. Highlight a course, click Enroll button. You cannot type in a user ID without clicking on the elipsis button, and jumping to the Find Learner screen,type in ID, highlight name, click OK. This is very labor intensive when you have many people to enroll.

In order to maintain easy usability and maintain consistency, it is recommended that the Vendor Course Enrollments work the same way as the Classroom Enrollments. User should be able to type in Learner ID's on the enrollment screen WITHOUT clickingon the elipsis button.

20020001	Burleson, Jan B	MSFC	01/11/2002	Approved		Medium	RC	SMALL		

History Org/Affiliate Sakey Errors

The DEPT_SAKEY and AFFILIATE_SAKEY on the LEARNER_COURSE history records are sometimes null or the wrong one. The null sakeys occur when history is completed from the learner screen (Edit Course History) instead of the classroom manager screen. I have not been able to duplicate the problem when the DEPT_SAKEY is wrong but it appears that somewhere in the system the AFFILIATE_SAKEY is populating the DEPT_SAKEY on some of the history records.

Correct system so the the DEPT/AFFILIATE_SAKEYs are correctly populated in 4.5 and 5.1.

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20010026	Martin, Lisa	MSFC	12/07/2001	Hold	04/02/2002	High	NONE	MEDIUM		

Course Completion Process - NTDS
Refresh

AdminSTAR 5.1.1 requires a change in the way the centers correct a class that has been completed without a grade. After assigning the grade the grade, the class must be re-completed for the learner before the course history record is actually updated. Unfortuately, once the class is completed, you can't just add a grade and complete it out for the same timeframe (system depicts it as a duplicate course). So, the class has to be completed for a different date and then re-completed for the actual completion date.
For example:

Class "ABC" was completed for a learner without a grade on 1/1/2001. To correct the record, personnel have to assign a grade and complete the course out using a different date (1/2/2001), save and then repeat the completion process and close it out for 1/1/2001.

Recommend that a fix be made to the course completion function that will allow administrators and staff level personnel to make changes and update history records without having to repeat the completion process. This is a critical function for the training community and the system needs to be improved in order to accomodate this type of function.

| 20010025 | Gates, Sheryl L | MSFC | 10/17/2001 | Approved | 05/30/2002 | High | NONE | SMALL | | |

Need additional data field imported from NPPS for Agencywide reports

We are regularly required to report on Veteran's Preference in regards to employee training. Veteran's Preference is currently not being imported from NPPS to AdminSTAR

Add Veteran's Preference to the importer from NPPS.

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20010023	Heath, John	MSFC	08/02/2001	Hold	04/02/2002	High	RC	MEDIUM		

Import of training history data from an independent database

Marshall Space Flight Center currently has several center-wide; director endorsed online courseware programs under development. These programs are in support of highly visible agency programs such as ISO and VPP.Presently 14 different online courses are nearing completion with additional programs planned. The majority of the programs will be deployed center-wide creating an enormous record-keeping burden.To eliminate the manual input of more than 30,000 individual records, it is proposed that an interface be established between the courseware database and AdminSTAR. This interfacewould ideally involve the courseware database generating a table of required data that could be imported on a daily basis by AdminSTAR/NTDS. It is requested that that a list of required data elements andformatting requirements be provided. MSFC training staff and the courseware developers are available to provide assistance facilitating this process.The first round of training using the courseware product is anticipated to begin the week of August 5th. While the collected data can be reside in the independent database in the interim, a quick interface solution is sought. Please contact John Heath for additional information (256-544-2622).

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size
20010022	Heath, John	MSFC	07/10/2001	Approved		High	NONE	SMALL

Creation of a new Brio Report

Customer requires a list of all employees within directorate that have an IDP established within AdminSTAR.

Create Brio Report for Agency-wide use that extracts the following information:
Center; Directorate; Organization; Employee Name; A* IDP Status (Y/N).
Users should be able to customize report using any of the above fields or have the option to select 'ALL' records for a given field. It would also be helpful to have asummary version of this report that included Center; Directorate; Organization; Total Number of Employees with A* IDPs.

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			**Description**					**Recommended Action**		
20000031	Jarmann, Janet	ARC	06/19/2000	Approved		Medium	RC	MEDIUM		
Add contractors to A*Star learner database			Please provide a way to load contractor, non-NPPS data into AdminSTAR learner table(s). This will replace the current process of manually entering each person to the learner screen.					Provide info on load requirements and file layout, and ARC can provide a file for the load		
20000013	Davis, Jacky	MSFC	03/16/2000	Approved		Medium	RC	LARGE		
The T40 Reporting System needs to be able to report against the AdminSTAR Archive Table.			The T40 Reporting System needs to be able to report against the AdminSTAR Archive table once AdminSTAR 5.1 is available.					Modify the T40 Reporting System to be able to look at the archive table.		

CCR # Title	Initiator	Installation	Initiation Date Description	Status	Status Date	Priority	Type	Size Recommended Action	Expected Release	Expected Release Date
20000006	Gates, Sheryl L	MSFC	02/28/2000	Approved		High	RC	MEDIUM		
SSC - Outside Courses to History Archive			SSC is currently storing their CTI's in the Learner Editor in the outside course area. When the NTDS history is archived to the AStar History Archive table, we need to capture these outside course instances in the History Archive table as well.							